ILLINOIS

Curriculum Proposal Instructions (CIM-P)

General Overview

To propose a new curriculum or to revise an existing curriculum, departments must complete the online curriculum proposal form through the CIM Programs system: https://nextcourses.illinois.edu/programadmin.

*Please note that only certain individuals within each department have access to complete an online proposal. Contact your College Office for access to the CIM Programs or for guidance in submitting a proposal.

Commonly used CIM vocabulary

The CIM-P form allows storage of documents in a database form, but commonly used campus terminology have more specific meanings in the CIM to allow the specificity needed to parse values into a database. Hopefully these definitions will help understanding of this specificity:

Program/POS: Every record in the CIM is referred to as a program and each one has a program of study table (POS) that is posted in the Academic Catalog.

Degree: signifies the level of study – BA, BS etc. (undergraduate); MA (master's); PhD (doctoral). The Campus Graduate Certificate (CERT) is a designated degree in the CIM.

Major: The course of study, Computer Science or Social Work, when proposing a major you will specify the corresponding degree (level), i.e., English, BALAS, Digital Marketing, CERT.

Concentration: specific area of emphasis within a major(s) course of study, i.e., English: Topics in English, BALAS. Concentrations have at least one corresponding program, and some correspond to multiple programs.

Multi-element proposal/revision: Each program requires its own record in the CIM, therefore a proposal for a new major with 3 concentrations would require 4 program proposals: 1 for the major, and 1 for each of the 3 concentrations.

- o For a multi-element change, the goal is to keep all proposals together through the workflow. To facilitate this include the other impacted programs along with their keys in a separate list below the simple proposal statement. Each related program should have its own descriptive statement.

  - *In this example the changes are happening with a major and 2 related concentrations.*

Proposal Title for the Major Revision:

Revise the BALAS in Classics, College of Liberal Arts and Sciences, to eliminate the ways students can choose a Classics major. Related to changes to the Greek and Latin concentrations.

Classics, BALAS – key 275
Classics: Greek, BALAS – key 749
Classics: Latin, BALAS – key 750

Proposal Title for the Greek concentration would be:

Deactivation the Greek concentration in Classics, College of Liberal Arts and Sciences. Related to changes to the Classics, BALAS and the Latin concentration.

Classics, BALAS – key 275
Classics: Greek, BALAS – key 749

Classics: Latin, BALAS – key 750

Proposal Title for the Latin concentrations would be:

Deactivation the Latin concentration in Classics, College of Liberal Arts and Sciences. Related to changes to the Classics, BALAS and the Greek concentration.

Classics, BALAS – key 275
Classics: Greek, BALAS – key 749
Classics: Latin, BALAS – key 750

Corresponding Programs: One or more majors that correlate with a concentration OR the programs to be joined in a joint program.

On campus/Online Delivery: The delivery method from the program's audience perspective. Regardless of modality the program, degree conferred is the same across the 2 delivery methods.

Blended Delivery: A single program in which students take part of the curriculum on campus and another part online.

Interdisciplinary Program: This program administered/managed by more than one department/college. It is not referring to curricular content being in more than department.

Joint Program: A joining of 2 **existing** programs, i.e., MPH + PhD or a 4+1 program. There will be a specific POS for a joint program, usually a merging of the 2 POS for the joining programs. To create a joint program from non-existing programs the individual programs need to be created first.

Minor: A set of courses to provide some degree of content mastery in an area of academic specialization that will complement the student's academic major. There is no different specificity for the CIM.

Phase Down/Elimination/Suspension of Delivery: Choose Phase Down/Elimination if the program is ending. Phase Down is used if there are students enrolled in the program. The program will no longer accept applications, but it is still available for graduation/transcriptions. The program is terminated when there are no students enrolled. A suspension of delivery can be requested when phase down or termination is not expected but the program will not accept applications for a period of time. Use the CIM form to have the catalog page updated with a banner "Program no longer accepting applications TERM YEAR." Indicate the updates in the Desired Effective Admissions section.

Opening Page Map

1. Search Box – see Search instructions below, it is not intuitive.
2. Sortable Heading Categories – Click on each column header to sort the fields.
3. Program List/Highlighted Program – click on a program to view under the program list.
4. Highlighted Program Details- scroll to view the current approved version.
5. Edit Program button – use this to enter details of revision or phase down proposal.
6. Preview Workflow button – click this link to view approval workflow/roles.
7. In Workflow – appears when a proposal has started workflow and is being reviewed.
    a. Green = approved, Orange = waiting for approval, black = next steps.
8. History – use these dates/links to view previous versions (if available).
9. Changes proposed by: - The person who started workflow for the proposal.

Searching in CIM-P

By Program Name:

1. In the search box, type an asterisk, the name of the program and another asterisk. Then click "Search"
   a. Examples: *Mathematics, BS*; or shortened words *Math*
2. Use the scroll bar on the side and scroll down the list of programs in the system.
3. Click on the name of the program to highlight the proposal,
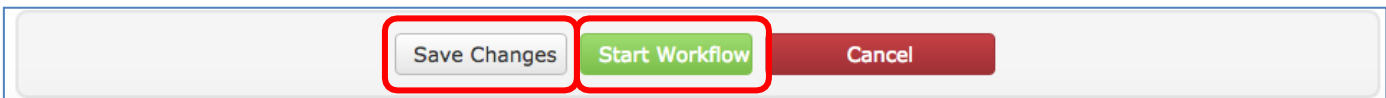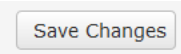4. the proposal appears below the search box.

By Key:

1. Every program has a key, which is found in the bottom right corner of the page. Key: 360
2. If you know the key, enter the key in the Search box and click Search (or Enter)
3. This method brings up the exact program

Curriculum **Revision** Proposal (Edit mode)

For a curriculum revision proposal, departments need to complete the following steps.

1. Find program using one of the search methods.
2. Click on the name of the program to highlight the proposal, the proposal appears below the search box.
3. Click the "Edit Program" button to open the Editor.
4. The software does not remove previously entered fields. **Go through the proposal and remove all previous entries in red boxes that will no longer be true for this revision**.

   - Most likely this will only be the Proposal Title and the Justification fields. You do not have to remove text that remains true to the program.

   - Check every "red box" to be sure the current entry applies to the revision. Every red box will need some text for a revision, "N/A" or "no changes" are acceptable entries.

5. Complete the sections that need updates and submit for approval. **Field explanations** can be found under the question mark 🔵 in each field.

6. Scroll to the BOTTOM of the form for saving your work or starting workflow.

7. Use [Save Changes] to save work often.

8. Use the Edit Program button at the top of page to revise your work again. More than one person can edit a proposal, but not at the same time. An error message will appear on saving if 2 users are in the program at the same time.

9. Once saved, use the Preview Workflow button to view the list of users in workflow that will review or approve the proposal.

10. Use the [Start Workflow] button at the bottom of the page when all changes have been made to start the review-approval process.

11. The person who hits the Start Workflow button is identified as "Changes Proposed by:" at the top of a proposal.

New Curriculum Proposal

For a new curriculum proposal, click the "Propose New Program" button as shown in the picture below. It is important to scroll down to the bottom of the form to click **"Save"** often while completing the form.

First entry in the form should be the "Official Program Name" and then save the proposal. It is impossible to find entries without an Official Program Name.

IMPORTANT TIPS: Save Changes, Preview Workflow, Workflow Diagram

- Click "Save Changes" often when working on a proposal. Use [Edit Program] button (at top of page) to continue working.
- After Saving, preview the workflow by clicking the Preview Workflow button (at top of page)

- When proposal is complete and all supporting documentation is attached, click "**Start Workflow**".

View Program History

- When a program has been changed and approved in the CIM the **History** will appear near the top of the program. The dates are links that open to show the changes that were approved on that date.